



City of Petoskey

Department of Parks and Recreation

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

PARK AREA/FACILITY RESERVATION APPLICATION

APPLICANT INFORMATION

Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ Cell Phone: _____

EVENT INFORMATION

Type of Event: _____
(i.e. wedding, picnic, class reunion, etc.)

Date of event: _____ # of Guests: _____

Location: _____ (see attached listings)

Time Block Desired: _____ (see attached listings)

Please indicate any special requests: (i.e. tents, canopies, alcohol, etc.)

By signing this application, I agree to comply with the attached rules and any special conditions assigned by authorizing City representatives.

Signature of applicant: _____ Date: _____

Event Authorized

Event Denied

City Representative: _____ Date: _____

Fee: _____ Payment Received: _____ Form of Payment: _____



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Park Area/Facility Reservation Rules and Regulations

1. Reservations

All rental reservations must be made prior to the date that is being requested. Reservations may be made up to nine (9) months in advance. The deposit is due at the time of reservation. Reservations may be made in person or forms may be obtained from the City's website at:

City of Petoskey
101 East Lake Street
Petoskey, MI 49770

Telephone: (231) 347-2500

Website: www.petoskey.us

2. Rental Application

This rental application is a legal contract and must be signed by a responsible individual that is at least 18 years of age or older. The person signing the agreement assumes responsibility for the facility they are renting.

3. Use of Alcoholic Beverages

The consumption of alcohol is limited to beer and wine and must be confined to designated picnic areas and shelters only. No liquor may be brought onto the premises. Sale of alcoholic beverages within a public park or within a public right-of-way will require a temporary permit from the Michigan Liquor Control Commission and must be approved by the City. City authorization will define when, where, times, dates and other requirements that will govern the sale and dispensing of alcohol. State Drinking Laws apply.

4. Areas Included Under Rules and Regulations

5. Bayfront Park Waterfall Area (maximum of 150 people)
- Bear River Shelter (maximum of 140 people)
- Festival Place Shelter (maximum of 75 people)
- Mineral Well Shelter (maximum of 32 people)
- Pennsylvania Park Gazebo (maximum of 150 guests in the park)
- Sunset Park Gazebo (maximum of 50 guests in the park)
- West Side Shelter (maximum of 32 people)

6. Cleaning Requirements

The City of Petoskey does not perform custodial cleaning services. It is the sole responsibility of the renters to leave the facility in a clean condition, including but not limited to washing down benches and tables, making sure that all garbage is placed in provided receptacles.

7. Cancellations and Refunds of Rental Fees and Deposits

A cancellation fee of \$25.00 will be assessed if a reservation is cancelled five (5) or more days prior to the scheduled event. If the reservation is cancelled less than (5) days prior to the event, the full reservation fee will be assessed, unless the facility is closed due to weather.

8. Tents

Large event style tents will require special permission and the tent sponsors will be responsible for notifying Miss Dig at 1-800-482-7171, 72 hours prior to the event for utility staking. Damage caused by the tent to City turf, irrigation and utilities shall be the responsibility of the event sponsor and repair costs shall be their sole responsibility. No ground stakes are permitted within park areas without expressed written permission by the City of Petoskey.

9. Decorations

Any or all alterations done to the interior or exterior of the rental space in the form of decorations must be fire proof. Decorations may not be permanent or damage the rental space in any way.

10. Tables, Chairs and Other Equipment
No property and equipment belonging to the City of Petoskey may be removed from the premises by the individual or the group renting the facility.
11. All Fees, Rules, Regulations and Policies
All fees, rules, regulations and policies are subject to change.
12. Barbeque Grill
Wood burning is not permitted in the barbeque pit. Use charcoal only.
13. Hours of Operation/Noise Levels
City shall reserve the right to regulate hours of operation and sound volume of P.A. systems, radios and other amplified sound equipment.
14. Hold Harmless / Assumption of Responsibility
The applicant hereby agrees to hold the City of Petoskey, its governing body, the individual members thereof and its employees free and harmless from any and all loss, damage, liability, claims, cost or expense that may arise during or result in any way from the use or occupancy of the property. The applicant here by assumes all responsibility for any injury, other disability or liability to himself or participants and guests arising, occurring or resulting from this use.

CITY PARKS RESERVATION FEES FOR GAZEBOS, SHELTERS AND SPECIAL AREAS

<u>Gazebos</u>	<u>Resident</u>	<u>Non-resident</u>
Sunset Park Gazebo (maximum 50 guests in park)	(must live within the City Limits)	(lives outside City Limits)
9:00 A.M. to Noon	\$50.00	\$100.00
1:00 P.M. to 4:00 P.M.	\$50.00	\$100.00
5:00 P.M. to 8:00 P.M.	\$50.00	\$100.00
 Pennsylvania Park Gazebo*		
8:00 A.M. to 11:00 A.M.	\$50.00	\$100.00
Noon to 3:00 P.M.	\$50.00	\$100.00
4:00 P.M. to 7:00 P.M.	\$50.00	\$100.00
 *Exception – Tuesdays	11:00 A.M. to 2:00 P.M. Closed for concert series	
Fridays	11:00 A.M. to 2:00 P.M. Closed for concert series	
	6:00 P.M. to 9:00 P.M. Closed for concert series	
 <u>Shelters</u>	<u>Resident</u>	<u>Non-resident</u>
Bayfront Park Festival Shelter (maximum 75 guests)	(must live within the City Limits)	(lives outside City Limits)
11:00 A.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to 9:00 P.M.	\$75.00	\$125.00
 Bear River Shelter (maximum 140 people)		
11:00 A.M. to 4:00 P.M.	\$75.00	\$125.00
5:00 P.M. to 9:00 P.M.	\$75.00	\$125.00
 Mineral Well Shelter (maximum 32 people)		
11:00 A.M. to 4:00 P.M.	\$50.00	\$100.00
5:00 P.M. to 9:00 P.M.	\$50.00	\$100.00
 West Side Shelter (maximum 32 people)		
11:00 A.M. to 4:00 P.M.	\$50.00	\$100.00
5:00 P.M. to 9:00 P.M.	\$50.00	\$100.00
 <u>Waterfall Area</u> (maximum 150 guests)		
10:00 A.M. to 1:00 P.M.	\$75.00	\$125.00
2:00 P.M. to 5:00 P.M.	\$75.00	\$125.00
6:00 P.M. to 9:00 P.M.	\$75.00	\$125.00
 Request for Picnic Tables (specify park event)		
Maximum of ten (if available)	\$50.00	\$100.00